



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 7, 2013 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	04/01/2013

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice-President
Charlie Eggleston, Education Officer
Leslie Persans, Secretary
Victor Kennedy
Dean Pierson
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Nicole Williams, Administrative Specialist II

MEMBER ABSENT

James Brockton
Valerie Lacey

ALSO PRESENT

Jennifer Allen, FSMHA
Kay Warren, Deputy Director for the Division of Professional Regulation

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the November 5, 2012 meeting. Mr. Rudy made a motion, seconded by Mr. Eggleston to approve the November minutes as submitted. The motion was unanimously carried.

UNFINISHED BUSINESS

Mr. Rudy stated that the only unfinished business for the Board is the status of the legislation bill that they drafted for Ms. Heeney to submit to Mr. Collins. Ms. Heeney was not present for this meeting due to a scheduling conflict for another meeting and was not able to provide an update.

NEW BUSINESS

Review of Audits

The Board began reviewing the audits and noting those audits that were incomplete. Ms. Melvin came in to the meeting to assist the board with the audit review. She advised that for those that did not respond to the audit or were missing documents for the audit they will receive a letter from the Board stating that they have a specified amount of time to submit the audit information to the Board or will be scheduled for a rule to show cause hearing. Mr. Rudy advised that one licensee requested to suspend his license. Ms. Melvin advised that at the last renewal a licensee requested the same. The Board granted the licensee's request and voided the license. The person would have to reapply completely for licensure should he request to obtain a license again. The Board continued to review the audits for completeness, deficiencies, or non-responses.

The Board members will initial all the audits that are approved and note deficiencies for all that are not complete. Ms. Warren entered the meeting at 10:16 a.m. The Board finished reviewing the audits. Ms. Persans made a motion to approve the completed audits submitted by the licensees listed below:

Nelson Reed	William Kemp	Leslie Persans	Kelly Passwaters
Michael McGregor	Susan Isaacs	Dean Malloy	Daniel Haldeman
Melissa Thibodeau	Elmer Cox	David Brickman	Scott Vautard
John Schulties	Norman Jackson	Gina Schulties	John Butler, Jr.
Dean Pettyjohn	Brett Cox	Cornelius Van Drunen	Brian Van Drunen
Frank J. Bailey	Todd Webster	John Broderick	Michael Haldeman
Scott Stumpf	Stephen Arsenich	Mark Brittingham	Donald Bailey
Joshua Marshall	Charles Eggleston		

The motion for approval of the above audits was seconded by Mr. Eggleston. The motion was carried unanimously.

Mr. Eggleston made a motion to send a letter to these licensees: Dean S. Pierson, Andrew Fifer, Robert Shanefelter, Sr., Kevin Dorman, Archie Blanton, Robert Coleman, Richard Snyder, Wayne Mariani, Vernon Russell, Sr., and Daniel Dorman, as their audits were deficient. The letter will state that they have to respond within 30 days of receipt of the letter. The motion was seconded by Mr. Snyder and carried unanimously.

Mr. Eggleston made a motion to send a letter to the licensees, Robert Young, Francis Cantera, Halder Garcia, and Bruce Fisher, that did not respond to the audit to respond within ten (10)

business days of receipt of the letter, seconded by Ms. Persans. The motion was carried unanimously.

Mr. Rudy advised that Mr. Gary Zimmerman submitted a letter of request to voluntarily suspend his license. The Board has had this type of request before and honored the request by cancelling the license. The Board then submitted a letter to the licensee stating that he must reapply for a license at such time that he chooses to practice again in DE. Mr. Eggleston made a motion, seconded by Mr. Reinike to approve to cancel Mr. Zimmerman's license and submit a letter stating that he must reapply for licensure if and when he so chooses to practice in DE again. The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Mr. Eggleston inquired about the status of the audits. Mr. Rudy stated that the audits will be reviewed by the Board members at today's meeting. There was no other business before the Board.

PUBLIC COMMENT

There was no public comment at this meeting.

NEXT SCHEDULED MEETING

The Board has determined to schedule the next meeting for Monday, March 4th, 2013 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Kennedy made a motion, seconded by Mr. Eggleston, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:38 a.m.

Respectfully submitted,



Nicole Williams
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.